

Chapter 39

PURCHASING

[HISTORY: Adopted by the Mayor and Council of the City of Seat Pleasant: Art. I, at time of adoption of Code (See Ch. 1, General Provisions, Art. I). Amendments noted where applicable.]

GENERAL REFERENCES

Checks — See Ch. 6.

ARTICLE I

Competitive Bidding

[Adopted at time of adoption of Code¹]

§ 39-1. General provisions.

All purchases of supplies, materials, equipment or the construction of public improvements or contractual services where the City Administrator knows or believes that the value of said supplies, improvements, services, etc., is or will be more than \$7,500 shall be purchased through a process of competitive bidding as hereinafter established.

§ 39-2. Procedure.

When competitive bidding is required, the City Administrator shall cause an advertisement for bids to be made in at least one local weekly newspaper for at least one weekly issue. Said advertisement shall include a brief general description of the item, items, improvements or services for which bids are requested and shall include the applicable specifications or give notice where such specifications may be examined and reviewed. The City Administrator may, at his/her discretion, furnish copies of said specifications at a cost to be determined by him.

§ 39-3. Exemptions.

- A. Upon the approval of a majority of the whole Council, the City Administrator may purchase or contract for any item, improvement, construction or service without the necessity of competitive bidding when, in the opinion of the Council, the delay in obtaining said item, improvement, construction or service caused by the necessity of advertising for bids will be detrimental to the welfare and/or health of the community or its citizens or sojourned herein.

¹. Editor's Note: See Ch. 1, General Provisions, Art. I.

- B. The City Administrator may purchase any items or goods without bidding when, in the judgment of the Council, such items or goods are only available from a single source.

§ 39-4. Rejection of bids; awarding of contracts. ²

The City Administrator shall have the right to reject any and/or all bids received in response to any advertisement for bids when, in his/her opinion, the bidder cannot supply the quality or quantity of goods, meet times of delivery or completion or adequately service the items to be purchased, whether because of inadequate equipment or distance of the source of supply or service, or when, in his/her opinion, said rejected bidder is not sufficiently responsible by virtue of financial reasons or lack of ability. The Mayor and City Council shall award all such purchases and contracts to the lowest responsive unrejected bidder.

². Editor's Note: Amended at time of adoption of Code; see Chapter 1, General Provisions, Art. I.